

The Haven Conference Room



THE PRINCE
OF WALES
HOSPICE

www.pwh.org.uk



ROOM HIRE RATE (Hourly £20)

Half day £60 / 8.30am-12.30pm or 1pm-5pm

Full day £110 / 8.30am - 5pm

Evening £50 / 5.30pm - 8.30pm

Capacity is up to:

18 Board room style

30 Theatre style

MENUS

- **Breakfast buffet** £7.00 per person

Bacon rolls, croissants, danish pastries, granola, fresh fruit, yoghurts. Tea, coffee & fruit juice

- **Soup & sandwich lunch** £7.50 per person

Homemade soup and roll, assorted sandwich platter, homemade cake. Tea, coffee & fruit juice

- **Finger buffet lunch** £8.95 per person

Assorted sandwich platter, sausage roll or quiche, wedges and crisps, homemade cake, fresh fruit bowl. Tea, coffee & fruit juice

REFRESHMENTS ONLY

Tea, coffee, biscuits £1.50 per person / **tea, coffee, cakes** £2.50 per person / **juice** £1.50 per jug

To book the conference room and catering options, please complete the booking form below and return it to: Amy Swift, The Prince of Wales Hospice, Halfpenny Lane, Pontefract, WF8 4BG

Alternatively, you can email your booking to fundraising@pwh.org.uk or phone Amy Swift directly on 01977 781478.

Booking form

Company name:		
Address:		
Postcode:	Contact name:	
Telephone number:	Email:	
Date room required:	Time from / to:	Number of delegates:
Cost of room hire:	Layout required: <input type="radio"/> boardroom <input type="radio"/> theatre	

Catering requirements

Total catering numbers:	
Breakfast menu @ £7.00 per person:	Soup and sandwich lunch @ £7.50 per person:
Finger buffet @ £8.95 per person	
Refreshments only	Tea /coffee and biscuits @ £1.50 per person
Tea, Coffee, Cakes @ £2.50 per person:	Juice (per jug) for 6 @ £1.50
Additional requirement (e.g use of laptop or projector)	

Booking conditions

Deposit: A 25% deposit is required with the booking form, refundable 7 working days prior to the event. The remaining balance will be invoiced following the event. Provisional reservations will be held for a maximum of 2 weeks from the date of the initial enquiry, after this time the reservation will be released unless a formal booking form and deposit have been received.

Catering: Final numbers must be received no later than 5 working days prior to the event. After this time the full charge will be invoiced.

Cancellation charges: Less than 7 days notice, 25%. Less than 48 hours notice, 50% of room hire and 100% of catering costs. Less than 24 hours notice, 100%.

Copy to catering	Date	Initials
For finance use only		
Invoice number	Invoice amount	
Invoice dispatched	Date	Initials
Payment received	Date	Initials
Nominal code	Date	Initials